

**CITY OF SHOREVIEW
MINUTES
CITY COUNCIL SPECIAL WORKSHOP MEETING
October 12, 2015**

CALL TO ORDER

Mayor Martin called the workshop meeting of the Shoreview City Council to order at 7:00 p.m. on October 12, 2015.

ROLL CALL

The following attended the meeting:

City Council: Mayor Martin; Councilmembers Johnson, Quigley, Springhorn and Wickstrom

Staff: Terry Schwerm, City Manager
Rebecca Olson, Asst. to City Manager
Fred Espe, Finance Director
Debbie Maloney, Asst. Finance Manager
Mark Maloney, Public Works Director

REVIEW OF PROPOSED 2016-2021 CAPITAL IMPROVEMENT PROGRAM

City Manager Schwerm reviewed the six-year Capital Improvement Program (CIP) for 2016-2021. He noted that 80% of the cost of the CIP is for replacement items.

Collector Streets

There are two major collector street projects in 2016. One is a full depth reclamation project on Gramsie Road. The second is Victoria Street between County Road F and Lexington Avenue. These streets are on the City's Municipal State Aid (MSA) system. The MSA system allows the City to use gas tax funds that are allocated to the City to maintain and resurface these streets. Approximately 20% of higher volume City streets are MSA streets. Reimbursement is sent from the State once the money is spent by the City.

The next major MSA project will be in 2020 on North Owasso Boulevard. If the City is allowed to borrow ahead, that project may be considered sooner because of the road condition. MSA funds are also used for the City's portion of County road projects.

Street Improvements

The City is in the process of finishing the road work necessary to establish railroad quiet zones. The railroad will be doing their portion of the quiet zone work this fall.

Mayor Martin asked if the City is reimbursed for the road work. Mr. Schwerm answered that the City is spending approximately \$70,000 of City funds on this work. About \$500,000 of the work is being funded from state bonding bill monies.

The two street projects planned in 2016 are: 1) extension of Grand Avenue with a possible trail connection; and 2) Virginia Avenue in Windward Heights on the west side of Highway 49. In 2017, streets in the Sitzler Park area and the Bridge Lane neighborhood between Snail Lake Road and Snail Lake School are scheduled.

Park Improvements

The biggest project planned is the Community Center expansion and Commons Park Master Plan improvements. The cost estimate is \$8 million and scheduled for 2017. This work will primarily be funded by the Community Investment Fund and a planned bond issue. Specific improvement features to the Commons Park will be identified in the Commons Master Plan update that is currently being completed. The Community Center expansion includes a larger indoor playground area, multi-purpose rooms for additional fitness and other recreation activities, and more family locker rooms. These added features are consistent with the expansion study completed in 2014.

Councilmember Johnson asked if the cost of \$8 million is a close projection. Mr. Schwerm stated that this anticipated cost of a building expansion (\$4.5 million) is consistent with the Community Center expansion study. There will be a more thorough discussion of the Commons Park Master Plan when the Council meets jointly with the Parks and Recreation Commission in November.

Other major park projects scheduled with estimated costs are:

2017 - Commons Park - Skate Park Replacement	\$250,000
2019 - Shamrock Park renovation	\$750,000
2021 - McCullough Park renovation	\$750,000

Mayor Martin suggested that renovations for Shamrock and McCullough Parks could be delayed for priorities at the Community Center if needed. Mr. Schwerm responded that the work has been pushed back two years and fits in the budget in the years scheduled.

Councilmember Quigley asked the amount of usage at McCullough and Shamrock Parks. He also asked about installation of a splash pad. Mr. Schwerm explained that McCullough is used for tennis, baseball and lacrosse from spring through fall. It is a lower usage park in winter except for walkers. Shamrock is used for youth soccer. The playground is heavily used by home daycares.

The best place for a splash pad would be at Snail Lake Beach or Turtle Lake Beach. Mr. Schwerm would be hesitant to put a splash pad at the Community Center since it may take away from other revenue generating activities.

Trail Rehabilitation and Extensions

Mr. Maloney reported that the same resurfacing material was used this year as in other years. This year, however, the City purchased and mixed the raw materials and rented the equipment for resurfacing rather than use contractors. The Department of Corrections crews were used to apply the mix. This resulted in being able to resurface more miles of trail.

Councilmember Quigley asked the status of the trail at Chippewa. Mr. Schwerm responded that grading for the sidewalk has begun along Highway 49. Mr. Maloney added that the delay has been waiting for Xcel Energy to remove their poles.

Mr. Schwerm noted that on recommendation by the Bikeways and Trails Committee, a trail segment west on County Road J to complete that trail system is scheduled in 2016. It is proposed as a sidewalk instead of a full sized trail because of the limited right-of-way. It is a difficult segment because of the trees and utilities that must be relocated in order to put the sidewalk in.

Municipal Buildings

The renovation of the Parks and Recreation Department front desk was planned for 2015 but will not be completed until 2016. Offices are being added for staff to be closer to the front desk and deal with rentals. People interested in rentals will be able to sit down in an office and see what is available and ask questions. A handicapped accessible counter is included.

Councilmember Johnson asked the reason for the office addition not to be included with the Community Center expansion. Mr. Schwerm explained that this project was scheduled a couple of years ago but not done. If this work were delayed to be part of the Community Center expansion, it would probably be 2018 before it is done. It is important to have a place to sit with a renter to exchange information about what the Community Center has to offer and the event being planned.

Utility System Improvements

Construction of the water treatment plant is going well and will be completed in 2016. Mr. Maloney noted that the roofing schedule has been changed to be in sequence with the weather. The coordination between the project representatives, contractor, architect and project engineer is going very well.

Councilmember Wickstrom asked if the water treatment plant is completed early if other parts of the project need to be done at the same time, such as Well No. 6. Mr. Schwerm stated that the Well No. 6 project is scheduled in 2016. Sanitary sewer relining is also scheduled for 2016. The storm water pretreatment structure at Lake Shoreview is part of the water quality work committed to with the Lakeview Terrace development. Also, there is an annual allocation from the City's street light utility fund for continued replacement of streetlights citywide.

Councilmember Wickstrom asked if there would be an advantage for the City to borrow funds and replace all the streetlights at once. Savings on the energy efficient lights would pay the interest on the loan. Mr. Schwerm stated that staff will look into whether that approach would mean savings for the City.

Major Equipment

Major equipment, such as replacement vehicles and equipment for the street, utility and park maintenance divisions, is funded by the central garage account. The City's share (60%) of fire equipment is funded through the General Fixed Asset Revolving Fund (GFAR). Replacement

vehicles for the Lake Johanna Fire Department are scheduled in 2017 and 2021. New finance software will also be paid by the GFAR.

Councilmember Quigley asked the status of Station No. 1. Mr. Schwerm stated that the Fire Chief is working on a plan to phase out Station No. 1 in the next year. The property is owned by the Fire Department and probably will be sold. Funds from the property sale will probably be used for future capital expenses.

Mayor Martin cautioned that with the recent annual increases to the Fire Department for the duty crew, she would hope that the Department can hold off on equipment purchases as long as possible. Mr. Schwerm explained that the pumper trucks are on a 25-year schedule. The resale value is very low. Fire Department calls are 90% medical emergencies, not fires. Smaller trucks are typically used for medical calls, not the large trucks.

Councilmember Wickstrom responded that the Fire Department is required to keep up with technology changes.

Councilmember Johnson suggested the Fire Chief meet with the City Council and speak to the equipment need.

Mayor Martin noted the cost of over \$1 million in cost for vehicles in 2017 and 2021. The mileage on current vehicles cannot be high. She questioned whether newer vehicles impact service or response time. She would like to see a cost analysis comparison with other cities. Mr. Schwerm agreed to schedule the Fire Chief to come and discuss these issues with the Council at an upcoming workshop.

Mr. Schwerm stated that new finance software will be done over the next couple of years before the retirement of the person who maintains this software. Mr. Espe added that there will be savings in having this staff person help with the transition to a new system because the City will not have to hire a consultant and solicit RFPs.

Councilmember Quigley asked about liability issues for the City with social media. He asked if there should be City policies. Ms. Olson responded that she is in the process of developing social media policies that will be brought to the Council. The City has limited language on Facebook that prevents any trouble if a comment is deleted. Anything deleted must be archived as part of the City's record retention policy.

Mr. Schwerm presented a plan not in the CIP for replacement of faded City gateway signage. The cost estimate is in the \$25,000 to \$30,000 range for all signs. It was the consensus of the Council for staff to continue to move forward with a new sign plan.

DISCUSSION ON EMAIL ADDRESSES

Councilmember Wickstrom stated that she has discussed this issue with a representative from the League of Minnesota Cities. She believes the transition to a City email address is necessary. The Council does need to discuss violation of the open meeting law in regard to social media. Ms. Olson noted that there is a different standard for emails and social media in regard to the open meeting law. She will bring information to the Council on this question.

Mayor Martin stated that her preference would be to not have a Council group email because it could be confusing. Mr. Schwerm stated that the League of Minnesota Cities is recommending the City do business on City email addresses, not personal email addresses, to be able to better track City information.

Mr. Schwerm stated that instructions for new City email addresses for Councilmembers will be sent out. New business cards will be ordered. Ms. Olson stated that the new *ShoreViews* should have the new email addresses.

The meeting adjourned.